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**STATE OF DELAWARE**  
**BOARD OF NURSING HOME ADMINISTRATORS**

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PUBLIC MEETING MINUTES:	<b>BOARD OF NURSING HOME ADMINISTRATORS</b>
MEETING DATE AND TIME:	<b>Tuesday, March 12, 2019 at 1:00 p.m.</b>
PLACE:	<b>Division of Professional Regulation 861 Silver Lake Blvd., Conference Room B Cannon Bldg., Dover, Delaware 19904</b>
MINUTES FOR APPROVAL:	<b>May 14, 2019</b>

**MEMBERS PRESENT**

Ray Quillen, Professional Member, Vice-President  
Dr. Lois Rogers, Professional Member  
Georgia Lane, Healthcare Member  
J.R. Payne, Jr., Professional Member  
Gwendolyn Benton, Public Member  
Eleanor Allione, Public Member  
Jenifer Vaughn, Public Member  
Timothy Bane, Public Member

**MEMBERS ABSENT**

Cecilia Jones, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Jennifer Witte, Administrative Specialist II

**OTHERS PRESENT**

Yrene Waldron  
Sandra Schurman

**CALL TO ORDER**

Mr. Quillen called the meeting to order at 1:05 p.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Quillen, seconded by Ms. Benton, to approve the minutes from the January 8, 2019 meeting as presented. The motion carried unanimously.

### **UNFINISHED BUSINESS**

#### **Compliance to Final Order – J. Andrew Byrd, #H1-0000902**

Ms. Witte advised that there isn't much in way of an update regarding Mr. Byrd. In February 2019, Ms. Witte spoke with the Virginia Board who advised Mr. Byrd was scheduled for an informal conference before two of their Board members on March 11, 2019 and depending on the outcome of that conference an informal hearing could be scheduled for possibly June 2019 to move forward with the request for full reinstatement. To date, there have been no further updates with the progress on Mr. Byrd's request to reinstate his Virginia license.

#### **Discussion on Continuing Education Requirement**

Ms. Waldron, whom approached the Board during the January 2019 meeting, again addressed the Board on behalf of several licensees regarding their concerns with a past change in the rules and regulations pertaining to the continuing education requirement that previously allowed for a carry-over of hours between renewal periods. Ms. Waldron stressed that this past rule change could have an impact on several licensees that could potentially lose credits earned and money spent on seminars that they are now not able to claim for the current renewal period.

Ms. Waldron asked the Board to (1) reconsider the carry-over provision in the rules and regulations and (2) to allow an exception to the current rules and regulations for this renewal period for those licensees who were not aware of the past rule change.

Ms. Singh advised that the rule change in question went into effect on April 11, 2011 and an exception to this change 9 years after could set a precedent going forward for future rule changes.

After a brief discussion, a motion was made by Ms. Benton, seconded by Ms. Vaughn, to deny the requests of Ms. Waldron regarding an exception to the continuing education requirement for the current licensure renewal period or a reconsideration of the carry-over provision in the rules and regulations. The motion carried unanimously.

### **NEW BUSINESS**

#### **Review of AIT Progress Reports**

After review, a motion was made by Mr. Quillen, seconded by Mr. Payne, to accept the quarterly progress reports of Chelsea Clifton and Juliet Fountain as presented. The motion carried unanimously.

#### **Ratify Nursing Home Administrator Applications**

A motion was made by Mr. Quillen, seconded by Mr. Bane, to ratify the nursing home administrator applications of Maureen Kelly, Shirlynn Shafer, Tawana Fick and Carol Erhart. The motion carried unanimously.

#### **Approval of Continuing Education Activities**

A motion was made by Mr. Quillen, seconded by Mr. Bane, to approve the requests for continuing education as follows:

Delaware Division of Public Health

28th DHSS Nursing Leadership Conference: Nurse Leaders Shaping the Future of Healthcare, 5.5 hours

The Mary Campbell Center

Leadercast-Simulcast at Cecil College-Partnership with Georgia College, 4 hours

Leadership Series, Session 1: Communication and Trust, 3 hours

Health Care Association of New Jersey (HCANJ)

HCANJ 47th Annual 20 Hour Symposium, 20 hours

Delaware Association of Home & Community Care

United We Stand, Partnerships & Technology for Exceptional Care, 6.5 hours

The motion carried unanimously.

**CORRESPONDENCE**

There was no correspondence.

**OTHER BUSINESS BEFORE THE BOARD**

Ms. Witte advised that the Board will have Elections on the May 14, 2019 meeting agenda.

Ms. Witte advised that the licenses are coming up for renewal on July 31, 2019. With that, there will be a post-renewal audit of the continuing education initiated afterwards. Ms. Witte asked the Board what percentage of licensees will be audited.

A motion was made by Ms. Allione, seconded by Ms. Benton, to initiate an audit of 10% of the licensees, 100% of the late renewals and anyone disciplined in the last audit to be audited in the 2017-2019 renewal period. The motion carried unanimously.

**PUBLIC COMMENT**

There was no public comment.

**NEXT MEETING**

The next meeting will be May 14, 2019 at 1:00 p.m. in Conference Room B.

**ADJOURNMENT**

There being no further business, a motion was made by Ms. Benton, seconded by Ms. Lane, to adjourn the meeting at 1:39 p.m. The motion carried unanimously.

Respectfully submitted,

*Jennifer L. Witte*

Administrative Specialist II

